

Central Intelligence Agency

DDA 83-1603/7



Washington, D.C. 20505

5 August 1983

DD/A REGISTRY
FILE: 100-30

Mr. Verne L. Speirs
Executive Assistant to the Chairman
U.S. Merit Systems Protection Board
Washington, D.C. 20419

Dear Verne:

Thanks for providing me with a clear insight into the charter of the Travel Regulations Committee and a copy of the recent OMB memo (dated 22 July 1983) regarding automating travel paper work systems.

The memo states that the Department of State has combined various aspects of travel into a single form. Further, that expansion of this "system" is dependent upon the implementation of GSA/DOD per diem legislation being evaluated by OMB. I personally do not understand why this would be valid since the form itself has little to do with the mechanics of calculating per diem.

You may be interested in knowing that we have used a single form for the processing of all aspects of foreign travel since April 1976 and we have used a single form for the processing of all aspects of domestic travel since June 1980.

As I related to you during our telephone conversation, we are always most interested in making our travel procedures more efficient and effective. In this regard, it would be of substantial assistance if you would continue to share with us travel matters being considered by the Travel Regulations Committee (including the experiment with per diem calculations which you mentioned and any existing systems which employ the automation of travel paper work).

Again, thanks for keeping us informed on these matters.

Sincerely,



Executive Officer
Deputy Director
for
Administration

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